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## Faculty Senate Executive Committee Agenda, January 24, 2005

Utah State University

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**Faculty Senate Executive Committee**  
**24 January 2005**  
**3:00 - 4:30 p.m.**  
**Champ Hall Conference Room**

AGENDA

- 3:00 Call to Order  
Approval of minutes of [13 December 2004](#)
- 3:05 Information Items for Consent Agenda  
[Athletic Council](#)  
[EPC Business](#)  
[Bookstore Committee](#)  
[One-Page Summary](#)  
Ken White  
Joyce Kinhead  
Jan Alm
- Announcements  
Religious Studies Program Endowment  
Web for Faculty  
[Faculty Mediation Services](#)  
FSEC Brown Bag Lunches  
Norm Jones  
Heidi Beck  
Rob Morrison  
Janis Boettinger
- 3:25 Key Issues & Action Items  
PRPC Business for Information Item  
[Policy 405.2 - Patents](#)  
[Promotion Advisory Com. 3yrs After Tenure](#)  
Other  
Jeff Johnson  
Ronda Callister
- Ombudsperson on P&T Advisory Committee  
[Original Proposal](#)  
[Proposed Resolution](#)  
Janis Boettinger/  
Christine Hult
- Proposed Resolution  
[Scholarships, Grants and Waivers](#)  
[Scholarships, Grants and Waivers Bill](#)  
Janis Boettinger  
AJ Rounds
- 4-Day Class Schedule Proposal  
Les Essig
- Athletic Council - Mike Freeman  
Janis Boettinger
- Spring Faculty Forum - Benefits  
Janis Boettinger
- Faculty Leadership Workshop  
Derek Mason
- 4:30 Adjournment

**Attendance:**

Senators: Derek Mason (1288) David Luthy (2429) Stephen Bialkowski (1907) John Kras (3881) Bruce Miller (2232) Rob Morrison (1477) Shawn Olsen (451-3412) Gilberto Urroz (3379) Janis Boettinger (4026)

Brent Miller (1180) Kevin Doyle (3022) Dale Blahna (2544)

Guests: Jeff Johnson, Ronda Callister, Francine Johnson, Joyce Kinkead, Christine Hult, Kim Marshall Les Essig, AJ Rounds

Excused: Kermit Hall (1157) Stan Albrecht (1167)

**Minutes**

John Kras moved to approve the minutes of November 15, 2004. The motion, seconded by Rob Morrison, passed.

**Announcements**

Janis Boettinger suggested inviting Provost Albrecht to the brown bag luncheon with the Faculty Executive Committee when President Hall is not available.

Janis Boettinger will work with Kent Clark in sending out the letter to faculty challenging them to donate to the Faculty Library Endowment. Rob Morrison moved that the Faculty Library Endowment be placed as an information item on the next Faculty Senate agenda. The motion, seconded by David Luthy, passed.

**Information Items for Consent Agenda**

Council on Teacher Education - Francine Johnson presented the Council on Teacher Education report. Dale Blahna moved to place the report on the consent agenda. The motion, seconded by Derek Mason, passed.

EPC Business - There were no action items from EPC. It has been recommended that the DEED committee be dissolved. If there are any concerns with this removal, please forward them to Janis Boettinger. Brent Miller moved to place the EPC business on the consent agenda. The motion, seconded by Stephen Bialkowski, passed.

Research Council – Brent Miller presented the Research Council Report. It is in the same format as last year. The Research Council is an advisory council to the Vice President for Research. There has been substantial positive progress. David Luthy moved that the Research Report be placed on the consent agenda. The motion, seconded by Bruce Miller, passed.

Scholarship Advisory Board – Joyce Kinkead presented the Scholarship Advisory Board report. There is very little scholarship money. We primarily have tuition waivers, legislated by the state, but not necessarily funded by the state. Stephen Bialkowski moved to place the Scholarship Advisory Board report on the consent agenda. The motion, seconded by David Luthy, passed.

**Key Issues & Action Items**

PRPC Business – Christine Hult presented the Ombudsperson on Tenure and Promotion Committees proposal. There are 5 colleges using ombudsperson in the tenure and promotion process. Christine mentioned that in the College of HASS, having an independent observer prevents significant due process problems. It was suggested that there be a standardized training across colleges and that the Provost Office be involved with this mechanism. Derek Mason moved to reconsider the proposal at the next FSEC meeting. The motion, seconded by Kevin Doyle, passed.

Ronda Callister presented the Establishment of Promotion Advisory Committee 3 Years After Tenure proposal. There is concern that after faculty reaches tenure, there is no guidance in being promoted to full professor. This proposal is a modest code change that requests the appointment of and meeting with a promotion advisory committee 3 years after tenure. There were questions about the reporting line and concerns about the additional work load on full professors. Stephen Bialkowski moved to place the proposal with the reporting line included as an action item on the next Faculty Senate agenda. The

motion, seconded by David Luthy, passed.

Jeff Johnson presented the proposed changes to policy 7.2 (Additional Events during the Year in which a Tenure Decision is to be Made) sections 2, 3, 4, and 5 (see proposal changes). Stephen Bialkowski moved to place language as written as an action item on the next Faculty Senate agenda. The motion, seconded by Shawn Olsen, passed.

Jeff Johnson presented the proposed changes to policy 8.3 (Procedures for Promotion) section 4. This is for consistency with Tenure and Promotion processes. David Luthy moved to place the proposed changes to policy 8.3 as an action item on the next Faculty Senate agenda. The motion, seconded by John Kras, passed.

Jeff Johnson presented the proposed language in policy 360.1 (Special Development Leave) to include lecturers. Bruce Miller moved to place the proposed language as an action item on the next Faculty Senate agenda. The motion, seconded by John Kras, passed.

Janis Boettinger will be sending the proposed policy allowing Faculty Senate Executive Committee members to designate alternatives to attend committee meetings to PRPC for review.

ASUSU – Les Essig presented a proposed 4-day class schedule. The goals for accomplishing this would be fuel and power saving, flexible work schedule, job opportunities, and career fairs. The proposed class schedule would be a Monday-Thursday class scheduled, 75-80 minutes, twice a week. Current energy costs are estimates at \$20,000/day = \$120,00/week. The students were encouraged to solicit more feedback and refine the proposal. Stephen Bialkowski moved to place the proposed 4-day class schedule as an information item on the next Faculty Senate agenda. The motion, seconded by Bruce Miller, was withdrawn. Stephen Bialkowski moved to place the 4-day class schedule as an information item on the February Faculty Senate agenda. The motion, seconded by Kevin Doyle, passed.

Data Network Security – Kim Marshall briefly talked about the history of the Data Network Security fee. This fee was passed by the Executive committee last year and was enforced July 2004. This fee will hopefully make people aware of the problem. Dale Blahna moved that Stephen Bialkowski meet with Kim Marshall and Kay Jeppesen. The motion, seconded by Janis Boettinger passed. David Luthy moved that the Data Network Security Fee be placed as an information item on the next Faculty Senate agenda. The motion, seconded by Kevin Doyle passed.

FSEC Meeting Format and Content Concerns – It was suggested that the consent agenda report presentation be minimized to 5 minutes and that a one-page summary with key points be available to the FSEC. Dale Blahna moved that FSEC requests one-page executive summary for all of its reports. The motion, seconded by Gilberto Urroz passed.

Resolution ECR 05-04 – AJ Rounds presented the ECR 05-04 resolution proposing that all departments, colleges and extension sites post, both physically and electronically, all scholarships, grants, and waivers, in a generalized, centralized and highly visible location. This would help disseminate information to students. Kevin Doyle moved that ECR 05-04 resolution be placed as an information item on the next Faculty Senate agenda. The motion, seconded by Gilberto Urroz passed.

### **Adjournment**

The meeting adjourned at 4:55 p.m.

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[Athletic Council Report](#) - (PDF Format)

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Introduction: Educational Policies Committee  
Report for Faculty Senate 1/24/05

Joyce Kinkead-Chair, Stanley Allen-Agriculture, Scot Allgood-Education and Human Services, Todd

Crowl-Natural Resources, Richard Cutler-Science, Jennifer Duncan-Libraries, Les Essig, ASUSU President, Heidi Evans, ASUSU Academic VP, Kathy Fitzgerald-HASS, David Luthy-DEED chair, Ronda Menlove-Extension, David Olsen-Business, A.J. Rounds-GSS President, Jeff Walters-ASC Chair, Paul Wheeler-Engineering

Meeting Dates:

January 13, 2005, February 3, 2005, March 3, 2005, April 7, 2005

Curriculum Subcommittee

In December meetings, the Curriculum Subcommittee provided the following information:

Action Items

Request to delete the approval of the composite majors of Secondary Education/Special Education-Mild/Moderate and Secondary Education/Special Education-Severe from the College of Education and Human Services. These will be dual majors.

Request to offer a Religious Studies major.

Request to establish a Creative Writing Emphasis within the English Major.

The Distance and Electronic Education Subcommittee of EPC was established in 1997 with the following charge:

The subcommittee will make recommendations to the EPC on matters pertaining to distance and electronic education. It will also assist the faculty and administration in identifying problems, trends, and opportunities for USU in these areas. The subcommittee shall consist of an elected representative from each college plus a representative from each of the following: Instructional Support, Information Technology, Continuing Education, and ASUSU or the GSS. Additional members may be appointed to the subcommittee by the Educational Policies Committee to lend academic expertise. The terms of Educational Policies Committee members on the subcommittee will correspond to their terms on the Educational Policies Committee. Other members will serve a 2-year term. The term of office for student members shall be one year and coincide with the term of ASUSU and GSS officers. The subcommittee shall elect a chair annually.

The DEED committee has recommended that its charge is duplicative of other university committees, particularly the EPC Curriculum Subcommittee, Academic Standards, and department and college curriculum committees. In approving the DEED committee recommendation to dissolve, the EPC has requested periodic updates from the Extension representative to EPC with particular reference to course/teacher evaluations, curriculum management, library usage, and faculty development. In addition, Kevin Reeve of FACT will be invited to discuss electronic delivery in general, not limited to those courses delivered via Continuing Education.

Recommendations

EPC recommends approval of above changes by Faculty Senate.

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Bookstore Committee  
Report to Faculty Senate Executive Committee  
January 24, 2005

A meeting of the Bookstore Committee was set for January 18, 2005. Prior to the meeting the Bookstore's FY 2004 Annual Report was circulated to all members of the committee, and Bookstore related issues were solicited from the group.

The meeting was attended by committee chair Jan Anderson (Faculty Senate), Dave

Hansen (Bookstore Director), and Paul Sampson (Assistant VP for Business and Finance). No other members were present, and no issues were raised by those unable to attend.

1. The Bookstore's FY 2004 Annual Report is attached.
2. There is a recurring problem with the succession of the Bookstore Committee chair, in that the chair often has no previous experience on the committee. This situation is due to the discrepancy between 3-year Faculty Senate terms and 2-year Bookstore Committee appointments in combination with having just two senators on the committee (holding FS terms staggered by one year only).

We recommend that senators be appointed to the Bookstore Committee for the full 3-year duration of their Faculty Senate terms, with Senator A to serve as chair for years 2 and 3 of his/her term, followed by Senator B serving as chair for the third year of his/her term. Repetition of this 2-year/1-year chairmanship pattern would allow for continuity, providing a chair who has always served at least one prior year on the committee. This pattern could be put into place in with the 2006-07 appointment of a newly-elected senator to replace Terry Peak at the close of her term. Until that time, newly appointed chair Jan Anderson would continue to serve on the Bookstore Committee and as chair of the committee (a total of 2 ½ years).

3. Students have requested that they not be required to check their backpacks at the door when entering the Bookstore. Dave Hansen and Paul Sampson have met several times with ASUSU Student Advocate Alyssa Lambert and ASUSU President Les Essig to address this issue.

In response to the students' request, the Bookstore has agreed to provide a free backpack check-in service during the first week of each semester. This service is operated by volunteers recruited by the Student Advocate's office. Backpacks must be left at the door throughout the high traffic period at the beginning of each semester (although volunteers may or may not be available to provide security beyond the first week of classes). When the heavy traffic subsides, customers will be allowed to carry their bags into the store for the remainder of each semester.

4. Some faculty members who create course packs and readers composed of their own work, duplicated and sold by the Bookstore, have requested royalty payments from the Bookstore as the point of sale. The Bookstore is engaged in ongoing discussions on this topic with University Counsel Craig Simper and will revisit the matter when Simper has fully examined the issue.

5. Bookstore Director Dave Hansen is investigating avenues for encouraging faculty to be judicious in selecting and requiring expensive textbooks that may not be fully utilized in their courses. Hansen feels that the Bookstore receives student complaints that may not be heard by the faculty members involved and hopes the Bookstore can be a positive influence in helping students get the most for their book-buying dollars.

6. The Bookstore encourages and welcomes feedback from all of its constituents and pledges to respond to criticisms and concerns in a timely manner. The Bookstore welcomes your suggestions and concerns.

Submitted by Jan Anderson, Chair  
USU Bookstore Committee

[2004 Full Annual Report](#) - (PDF Format)

[Policy 405.2 - Patents](#)

[Promotion Advisory Com. 3yrs After Tenure](#)

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## Resolution

[Scholarships, Grants and Waivers](#)

[Scholarships, Grants and Waivers Bill](#)